

HCM Archives - 2004

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## 12/17/2004 - SALARY INCREASE MASS ENTRY PANELS

### REMINDER:

The Salary Increase Mass Entry Panels will no longer be accessible after the close of business December 17, 2004.

Agencies that miss this deadline will be required to manually enter all Job Data, Employee Reviews, Additional Pay and Pensionable Earnings rows into PeopleSoft.

### ACTION:

Agencies should assure that all Mass Data Entry has been entered by December 17, 2004.

### ADDITIONAL INFORMATION/RESOURCES:

The Salary Increase Correction Manual, Performance Evaluation Rating Manual and the Performance Rating Reports Manual will be located on the Phoenix Website:

<http://phoenix.gagta.com/>

The navigation is:

HRMS/Human Resources/Performance Evaluation Rating Processing

## 12/3/2004 - SCHEDULE OF EVENTS SALARY INCREASE/PERFORMANCE MANAGEMENT PROCESSING

The date that the Salary Increase Mass Entry Panels will close has been changed from December 22, 2004 to December 17, 2004. This will be the last day to update Salary Increase Mass Entry Panels.

Agencies that miss this deadline will be required to manually enter all Job Data, Employee Reviews, Additional Pay and Pensionable Earnings rows into PeopleSoft.

The following processing schedule has not changed:

December 29

Last day to update Job Data, Payroll Additional Pay or the Pensionable Earnings Panel, if necessary for January 1 increases.

Night of December 29

Job Data, Employee Review, Payroll Additional Pay and Pensionable Earnings updated by salary increase programs processed in the Production database.

December 30

Reports distributed to agencies. Begin verification of data and/or processing exceptions. Begin to enter 01-01-2005 or later personnel actions.

10/01/2004 – SCHEDULE OF EVENTS

SALARY INCREASE/PERFORMANCE MANAGEMENT PROCESSING

December 22

Last day to update Salary Increase Mass Entry Panels

**AGENCIES THAT MISS THIS DEADLINE WILL BE REQUIRED TO MANUALLY ENTER ALL JOB DATA, EMPLOYEE REVIEW, ADDITIONAL PAY AND PENSIONABLE EARNINGS ROWS INTO PEOPLESFT.**

December 29

Last day to update Job Data, Payroll Additional Pay or the Pensionable Earnings Panel, if necessary for January 1 increases.

Night of December 29

Job Data, Employee Review, Payroll Additional Pay and Pensionable Earnings updated by salary increase programs processed in the Production database.

December 30

Reports distributed to agencies. Begin verification of data and/or processing exceptions. Begin to enter 01-01-2005 or later personnel actions.

**ACTION:**

Agencies should establish procedures to assure that all Mass Data Entry, Job Data, Additional Pay and Pensionable Earnings entries have been entered by the dates specified in this communication.

**ADDITIONAL INFORMATION/RESOURCES:**

The Salary Increase Correction Manual, Performance Evaluation Rating Manual and the Performance Rating Reports Manual will be located on the Phoenix Website:

<http://phoenix.gagta.com/HRMS/Human Resources/Performance Evaluation Rating Processing>

09/30/2004 - Quarterly Reports

The following reports are scheduled to run on Thursday night, September 30, 2004:

**Unemployment Reports:**

TXxxx0002 - Quarterly State Employee Wage Listing

TXxxx0004 - Multiple Worksite Report

TXxxx0810 - Ga Qtrly U/I Wage List

**Tax Reports:**

TXxxx0100 - W-4 Exemptions Report

TXxxx0010 - Quarterly Tax Summary

TXxxx0900 - Annual Reporting Error Listing

Remember, GTA creates the Unemployment tapes and is responsible for sending them to the Department of Labor and the Risk Management section of DOAS.

Unemployment reports should be reconciled to your payroll reports. The amount being reported is gross wages paid, plus non-cash items (such as Vehicle Usage and Imputed Income), less FICA pre-tax deductions considered paid by the employer (such as Flexible Benefits). The reportable amount has been calculated with each check and the total for each pay cycle is shown on the PYxxx0018H Payroll Summary Confirmed report. The TXxxx0002 and TXxxx0810 should be used to prepare the Georgia Department of Labor form DOL-4.

The Quarterly Tax Summary summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes should be used to balance to total taxes withheld for all pay periods in a given quarter.

The W-4 Exemptions Report lists those employees who are exempt from federal tax withholding and who file more than 10 exemptions and should be used to verify that W-4 copies have been forwarded to IRS.

The Annual Reporting Error Listing lists those employees who have potential tax reporting problems and other error conditions and should be corrected if possible by the employing agency or with additional assistance from GTA Financial Systems.

06/30/2004 - Quarterly Reports

The following reports are scheduled to run on Wednesday night, June 30, 2004:

Unemployment Reports:

TXxxx0002 - Quarterly State Employee Wage Listing

TXxxx0004 - Multiple Worksite Report

TXxxx0810 - Ga Qtrly U/I Wage List

Tax Reports:

TXxxx0100 - W-4 Exemptions Report

TXxxx0010 - Quarterly Tax Summary

TXxxx0900 - Annual Reporting Error Listing

Remember, GTA creates the Unemployment tapes and is responsible for sending them to the Department of Labor and the Risk Management section of DOAS.

Unemployment reports should be reconciled to your payroll reports. The amount being reported is gross wages paid, plus non-cash items (such as Vehicle Usage and Imputed Income), less FICA pre-tax deductions considered paid by the employer (such as Flexible Benefits). The reportable amount has been calculated with each check and the total for each pay cycle is shown on the PYxxx0018H Payroll Summary Confirmed report. The TXxxx0002 and TXxxx0810 should be used to prepare the Georgia Department of Labor form DOL-4.

The Quarterly Tax Summary summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes should be used to balance to total taxes withheld for all pay periods in a given quarter.

The W-4 Exemptions Report lists those employees who are exempt from federal tax withholding and who file more than 10 exemptions and should be used to verify that W-4 copies have been forwarded to IRS.

The Annual Reporting Error Listing lists those employees who have potential tax reporting problems and other error conditions and should be corrected if possible by the employing agency or with additional assistance from GTA Financial Systems.

#### 05/25/2004 - Budget Projection Report

The Next Fiscal Year Budget Projection Report (BGxxx0230, BGxxx0237) program has been modified to accommodate the salary cap of \$1600 on the 2% salary adjustment increase that is effective January 1, 2005.

#### 02/03/2004 - G-1003 State Tax Transmitter Totals

The G-1003 State Tax Transmitter Totals (TXxxx0510) was run on January 30, 2004. Please see attached communication G-1003 State Tax Transmitter Totals.doc

#### 01/12/2004 - State Withholding Allowances

The State of Georgia has changed the allowance amount for the state withholding taxes. New state tax withholding tables have been placed into HRMS Production and are effective as of January 1, 2004.

Please see attached communication State Withholding Allowances

#### 01/09/2004 - Quarterly & Year-End Reports

Quarterly reports to run on Saturday 1/10/04. As a reminder, GTA creates the Unemployment tapes and is responsible for sending them to the Department of Labor and the Risk Management section of DOAS.

Please see attached communication Quarterly Reports Year End